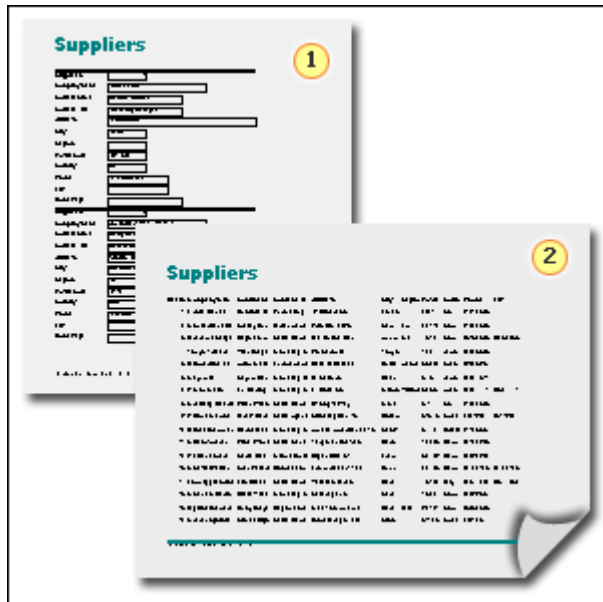


# Quick Reference Card - Reports I: Show off your data

## Create reports: AutoReport



An AutoReport is the quickest method to create a report, but this method gives you the least control over report structure and appearance.

An AutoReport automatically contains all the fields and records in your table or query. Its structure is either columnar or tabular.

**AutoReport: Columnar** Each field appears on a separate line with a label to its left.

**AutoReport: Tabular** The fields in each record appear on one line, with their labels displayed once at the top of the report.

An AutoReport works best when you need a quick overview of data from a table or query or as a fast start on a report that you later customize.

- 1 The same data presented as a columnar AutoReport...
- 2 ...and as a tabular AutoReport.

## Create reports: Report Wizard



The Report Wizard asks you questions and creates a report based on your answers.

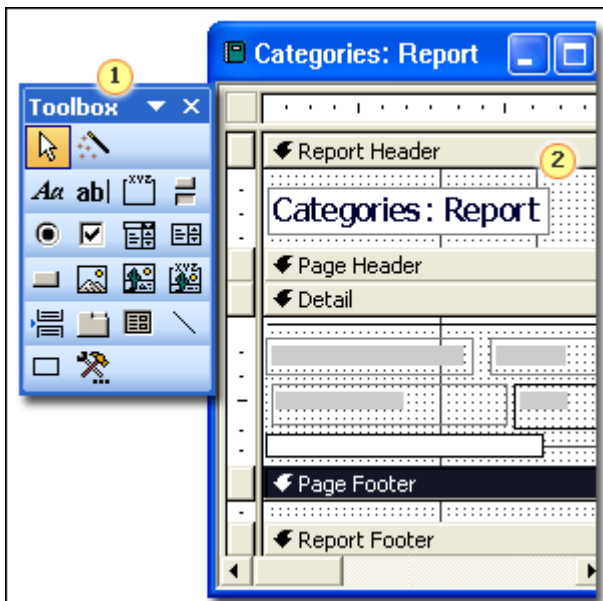
This method is best when you want to be stepped through the process of creating a report.

The Report Wizard asks you which tables or queries you will base your report on, and whether you want to group or sort data.

It also asks which fields, layout, and visual style you want and then creates a report based on your answers.

The wizard asks questions and acts according to your answers.

## Create and customize reports: Design view



Design view lets you make various changes, ranging from the color of the text to the way that data is grouped.

If you want total control from the beginning, you can create reports from scratch in Design view.

Design view provides you with a Toolbox of report controls. You drag controls from the Toolbox and arrange them on a grid. Controls may be **bound**, linked directly to data in your database. Or controls may be **unbound**, specific to the report, for instance descriptive text, a dividing line, or a product logo.

- 1 Toolbox
- 2 Design view grid